

# LIVING WAGE ORDINANCE CERTIFICATION OF COMPLIANCE



Send form to:

**CITY OF SAN DIEGO**  
Purchasing Division  
Living Wage Administration  
1200 Third Avenue, Suite 200  
San Diego, CA 92101

## COMPANY INFORMATION

Company Name:

Company Address:

Company Contact Name:

Contact Phone:

## CONTRACT INFORMATION

Contract Number:

Start Date:

Contract Amount:

End Date:

Purpose/Service Provided:

## TERMS OF COMPLIANCE

A contractor or subcontractor working on or under the authority of an agreement subject to the Living Wage Ordinance (LWO) must comply with all applicable provisions of the LWO unless specifically approved for an exemption. The basic requirements of the LWO obligate contractors and subcontractors to:

- (a) Pay covered employees a wage no less than the minimum initial compensation of \$10.00 per hour (adjusted annually on July 1).
- (b) Provide covered employees a health benefit of \$2.00 per hour (adjusted annually on July 1) or, if any lesser amount is applied toward a health plan, to add this difference to the hourly wage rate as cash payment.
- (c) Provide a minimum of 10 compensated days off per year for vacation, sick leave, or other personal need at the employee's request and to provide 10 additional uncompensated days off for personal or family illness when accrued compensated days off have been used.
- (d) Inform all covered employees of their possible right to Federal Earned Income Tax Credit within 30 days of contract start.
- (e) Permit access for authorized City representatives to work sites and relevant records to review compliance with the LWO.
- (f) Prohibit retaliation against any employee who alleges non-compliance with the requirements of the LWO.

If a subcontractor fails to submit this completed form, the prime contractor may be found in violation of the LWO for failure to ensure its subcontractor's compliance. This may result in a withhold of payments or termination of the agreement.

## CONTRACTOR CERTIFICATION

By signing, the contractor certifies under penalty of perjury under laws of the State of California to comply with the requirements of the Living Wage Ordinance.

\_\_\_\_\_  
Name of Signatory

\_\_\_\_\_  
Title of Signatory

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## FOR OFFICIAL CITY USE ONLY

Date of Receipt:

LWO Analyst:

Contract Number: